COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Use this instruction with Air Force Policy Directive (AFPD) 36-22, *Air Force Military Training*. It explains procedures and establishes requirements and guidelines for the Security Forces Training (SFT) and Standardization Evaluation (Stan-Eval) programs. "Security Forces (SF)" includes security forces persons, Department of the Air Force civilians, civilian contractors, and foreign nationals who perform police or guard duties.

This instruction requires that you collect and maintain personal information protected by the Privacy Act of 1974. The authority to collect and maintain this information is based on 10 U.S.C. 8013 and 5 U.S.C. 301, and the Privacy Act system of records notice F125 AF SP E, Security Police Automated System (SPAS). You may find the legal authority for this notice in 10 U.S.C. 8013 and Executive Order 9397.

(AFSPC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2225, *Security Force Training and Standardization Evaluation Program*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (AFSPC) and subordinate units. It does not apply to Air National Guard nor Air Force Reserve Command units. Forward all recommended changes to this supplement to HQ AFSPC/SFOA, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4560. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

Directs the Commander/Chief of Security Forces (CSF) to approve annual training schedules and monthly updates; allows delegation of the monthly updates approval to another senior unit official. Updates the SPAS training module title. Clarifies tasks/duties newly assigned personnel may perform upon completion of initial unit training. Permits unit training sections to utilize a cross reference or matrix product to record tasks required for each duty position. Updates the recommended minimum computer equipment needs of the unit training section. Clarifies the use of ESBIs as training and support references until replaced by an AF publication or rescinded. Identifies computer bulletin board DSN access numbers for ESBIs; identifies AF Security Forces Center Home Page on the internet. States TEEOs should emphasize operations in low light and no light conditions and the operation and safe use of flashlights, spotlights, flares and night observation devices. Recommends a stand-alone computer for Stan-Eval. Allows AFRC and ANG units without Stan-Eval manpower authorizations to consolidate training and Stan-Eval functions under the training section. Permits substitution of a higher headquarters inspection or staff assistance visit for annual inspections if the functional area or work center was visited and inspected. Clarifies Stan-Eval intervals for personnel in each duty position. Authorizes units to use weapons/firearms, to include toys, for searching exercises only, they may not be drawn to simulate any aggressive act, and must not be capable of firing any type of projectile. A | denotes revision from previous edition.

(AFSPC) This supplement deletes the requirement for "end-of-month" status reports on ancillary training; changes required ancillary training requirements; deletes emergency management training; deletes instructor proficiency evaluations; changes the MAJCOM functional manager OPR; changes all references of Security Police (SP) to Security Forces (SF); and deletes all references to Senior Security Police Representative (SSPR). A bar (l) denotes changes from previous edition.

Chapter 1

SECURITY FORCES TRAINING PROGRAM

1.1. SFT Concept. SFT includes all Security Forces training, and training exercises. In addition to this instruction, SFT uses the following items:

   1.1.1. AFPD 36-22.

   1.1.2. Air Force instructions (AFIs), manuals (AFMANs), and handbooks (AFHs).

   1.1.3. Training, Exercise, and Evaluation Outlines (TEEOs) that establish the training concept.

   1.1.4. AFI 36-8001, *Air Force Reserve Education and Training*, which details reserve component training requirements.

   1.1.5. STP-21-1-SMCT, *Soldiers Manual of Common Tasks, Skill Level 1*.

   1.1.6. Educational Subject Block Indexes (ESBIs).

1.2. SFT Program Purpose. SFT provides standardized training that complements formal security forces courses and on-the-job training (OJT). The Career Field Education and Training Plan (CFETP) identifies life-cycle education and training requirements, both mandatory and desirable.

1.3. Responsibilities.

   1.3.1. HQ USAF/SF develops policy for security forces training.

   1.3.2. AFSFC will:

      1.3.2.1. Offer guidance to MAJCOMs to help them implement the SFT program.

      1.3.2.2. Prepare Air Force handbooks to use in the SFT program.

   1.3.3. MAJCOMs will:

      1.3.3.1. Provide training guidelines to subordinate units.

      1.3.3.2. Identify and analyze MAJCOM training requirements.

      1.3.3.3. Compile and send information to AFSFC/SPOT from subordinate units to update AFHs.

   1.3.4. Installation Chief of Security Forces (CSF), will:

      1.3.4.1. Establish and direct the unit SFT program.

      1.3.4.2. Ensure that the unit SFT program complies with AFI 36-2201*, Developing, Managing, and Conducting Training*.

      1.3.4.3. Determine contingency training requirements.

      1.3.4.4. Coordinate civilian security forces training with local civilian personnel offices.

      1.3.4.5. Establish a unit learning center, as needed.

      1.3.4.5. (AFSPC) Each unit will have a Learning Resource Center (LRC) readily available, 24 hours a day. The LRC incorporates the training material necessary for the supervisor and trainee to accomplish Phase II training.

1.3.4.6. Assist local AFRC and ANG units with training and evaluation programs.

1.3.4.7. Appoint a unit READY coordinator.

1.3.4.8. Approve the annual master training schedule and monthly updates. Approval of the monthly training schedules may be delegated in writing to a senior unit official.

1.3.5. The unit training section will:

1.3.5.1. Identify local training needs and train unit personnel to meet mission requirements, as directed by the CSF.

1.3.5.2. Schedule and conduct unit orientation and initial training.

1.3.5.3. Verify completed qualification training for duty positions.

1.3.5.4. Inform the Stan-Eval section when individuals complete their qualification training.

1.3.5.5. Monitor both delays in finishing qualification training and progress of skill-level upgrade training.

1.3.5.6. Meet ancillary training requirements.

1.3.5.6. (AFSPC) Security Forces Training (or Operations Group Training) section develops an Annual Training Plan (ATP) to forecast and schedule annual ancillary training require-ments. Ancillary training Requirements (ATR) are identified on AF Form 1098, *Special Task Certification and Recurring Training***, or automated product. As a minimum, the fol-lowing subject areas are included when developing an ATP: Ground Combat Skills; Disas-ter Preparedness; Security Education and Motivation; International Law of Armed Conflict; Standards of Conduct; Operations Security; Release of Information; Safety Brief-ing; Resources Protection and Controlled Areas Briefing; Protection of the President; Arm-ing and Use of force; Security Awareness and Education; Weapons Qualification; Self-Aid and Buddy Care; Explosive Safety Standards; Antiterrorism; Nuclear Surety (nuclear units); Physical Security; and HAZMAT First Responder training.** *NOTE:* **All subjects may not be applicable to DoD civilians and contractors.**

1.3.5.7. Train augmenters, as required.

1.3.5.8. Maintain and adapt the SPAS training module, AFCSM 31-350,Vol. XI, to fit local needs.

1.3.5.9. Prepare local JQS.

1.3.5.10. Develop any necessary TEEOs and task performance checklists for local training with Stan-Eval.

1.3.5.11. Maintain a test bank of Air Force, MAJCOM, and local questions, and establish test control procedures.

1.3.5.12. Maintain section training records.

1.3.5.13. Work with the base training manager.

1.3.5.14. Get advice from base training managers on other desirable courses available for training section personnel.

1.3.5.15. (Added-AFSPC) Unit Formal Training Manager. The unit functional manager for formal training normally operates from the unit training section. HQ AFSPC Security Forces Operations (SFOA) is the MAJCOM functional manager Officer of Primary Responsibility (OPR) for all Security Force and Combat Arms (CA) formal training. HQ AFSPC Security Forces Plans (SFX) is the OPR for all Air Base Defense training programs.

1.3.5.16. (Added-AFSPC) School Quota Forecasting. Units submit the next fiscal year formal school quota requests to HQ AFSPC/SFOA no later than 1 August of each year. Forecasts must include: course title, number of quotas desired, and the mission priority requirement for each course (Level 1 – Mission Accomplishment, Level II – Mission Sustainment, Level III – Mission Enhancement). For course numbers that start with L5XXXX XXX, the following information is required: name, rank, SSN, AFSC, clearance, duty position/title, and three-line mailing address. *NOTE:* Geographically separated units submit all formal school requests to their wing support office who, in-turn, submit the requests to HQ AFSPC/SFOA.

1.3.5.17. (Added-AFSPC) Applicants for the FBI National Academy submit packages IAW AFCAT 36-2223 to HQ AFSPC/SFOA, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4560. Selection boards convene semiannually or as needed by HQ USAF/SF. For additional information, contact HQ AFSPC/SFOA.

1.3.5.18. (Added-AFSPC) School Quota Allocations. The unit training section ensures:

1.3.5.18.1. (AFSPC) All personnel are properly notified of formal training and meet all course prerequisites.

1.3.5.18.2. (AFSPC) Appropriate personnel action documents are submitted to update an individual's personnel record to reflect any Special Experience Identifier (SEI) awarded as a result of the school.

1.3.5.18.3. (AFSPC) If any individual is unable to attend training or if there is a change in personnel attending training, notify HQ AFSPC/SFOA. *NOTE:* If the unit cannot provide a replacement, notify HQ AFSPC/SFOA as soon as possible so an attempt to locate a replacement can be accomplished. If the unit fails to notify HQ AFSPC/SFOA concerning slots that cannot be filled, the unit receives a no-show and must provide a written explanation to HQ AFSPC/DPP through HQ AFSPC/SFOA as soon as all facts are known.

1.3.6. The supervisor will:

1.3.6.1. Review AF Form 623, **On-The-Job Training Record,** or the computerized training record to determine training requirements for assigned personnel, and conduct all necessary training.

1.3.6.2. Work with the training section to make sure personnel complete the training required for skill-level upgrades.

1.3.6.3. Make sure personnel complete their qualification training for each duty position in 30 duty days. An individual may receive qualification training for more than one duty position at a time.

1.3.6.4. Notify the training section the next duty day after qualification training is completed.

1.3.6.5. Notify the training section if personnel cannot complete qualification training within 30 duty days, and document in the individual's training record the circumstances, dates, and reasons for the delay.

1.3.6.6. Maintain individual training records of assigned personnel.

1.4. Scheduler Responsibilities . The scheduler will:

1.4.1. Publish an annual master training schedule. Review and update the schedule monthly.

1.4.2. Coordinate the master training schedule with unit sections and base agencies.

1.4.3. Coordinate and schedule ancillary training with base agencies.

1.4.4. Coordinate training schedules with supervisors to include leave and TDY times.

1.4.5. Protect individuals' time off as much as possible.

1.5. Requirements for Training Section Personnel.

1.5.1. The NCOIC of the unit training sections not previously possessing a "T" prefix must attend "Principles of Instruction" (POI) Course J3AIR3S200-002, the mobile version, J4AIT3S200-000, or "Basic Instructor Course," Module 1; 3AIR3S200-72 "Fundamentals of Teaching" and Module 2, 3AIR3S200-074 "Training Methodology". MAJCOM training managers forecast mobile training team requirements during the annual forecast process.

1.5.2. Supervisors determine training requirements for unit training instructors. Recommend completion of POI.

1.6. Implementing the SFT Program. Unit level training involves both individual and collective skills. Training includes classroom instruction and task performance.

1.6.1. This kind of training teaches individuals tasks for specific duty positions tailored to MAJCOM and local requirements. Training may sustain existing knowledge and skills. Use task performance checklists for individual skills training.

1.6.2. Collective Skills Training. Collective skills training builds on individual skills training and gives individuals the chance to use their skills in a team effort. Collective skills training combines groups of individuals who normally function as a team, such as emergency service teams, response force elements, or air base defense flights. Use TEEOs for collective skills training and exercises.

1.6.2.1. Develop and use local TEEOs for GCS training and field training exercises. You may train smaller groups from larger teams on portions of an overall operation.

1.6.2.2. AFI 31-101, *The Air Force Physical Security Program*, contains specific force-on-force training requirements.

1.7. SFT Program Administration . Whenever possible, use the SPAS training module and other Air Force-approved computer programs. Administer the SFT program in compliance with AFI 36-2201.

1.7.1. Newly Assigned Personnel. Training section personnel should take the following actions with newly assigned personnel:

1.7.1.1. Review training records of new personnel and determine their initial training requirements.

1.7.1.2. Arrange or conduct unit orientation, initial training, and ancillary training, as appropriate. Extensions may be granted due to schedule conflicts or unique needs. Upon completion of this training, personnel can perform some tasks/duties alone. This decision is based on the criticality of the job/task as approved by the CSF.

1.7.1.2. (AFSPC) For nuclear units, initial training includes as a minimum and if applicable: The HQ AFSPC/SE Nuclear Surety Training Lesson Plan (this includes Personnel Reliability Program); weapon safety; and use of force. In addition to these items, and those items listed on the ATP, provide initial training on: Missile Entry Control System (MECS); Missile Electronic Encryption Device (MEED); "A" Circuit procedures; Personal Alarm System (PAS); Launch Facility/Missile Alert Facility (LF/MAF) tours; security reaction system; and convoy procedures if working missile security duty.

1.7.1.3. Be sure anyone needing upgrade training enters the appropriate program.

1.7.1.4. Coordinate training arrangements with supervisors to identify individual training needs.

1.7.2. JQS. Training section personnel have the following responsibilities:

1.7.2.1. Prepare a local master JQS (master task listing) that specifies all tasks for positions in the unit. Include tasks required by Air Force, MAJCOM, and local levels.

1.7.2.1. (AFSPC) Work centers prepare a Master Task Listing using AFI 36-2235, Volume 11, Information for Designers of Instructional Systems; Application to Unit Training, for both standard and unique duty positions. Indicate on the MTL how tasks are evaluated. You may use written examinations (W), oral response to verbally spoken questions (O), or performance evaluations (P) as codes to indicate evaluation needs. Coordinate the MTL within the unit (training, stan-eval, flight, etc.) to ensure all personnel have the same standards established.

1.7.2.2. Prepare a separate JQS for each duty position and maintain a copy with the master JQS. Extract tasks from the master JQS and list them by duty position on the separate JQS. Use AF Form 797, **Job Qualification Standard Continuation/Command JQS**, or a computer-generated product (a cross reference or matrix product is allowed).

1.7.2.2. (AFSPC) Local JQS. Develop an AF Form 797, Job Qualification Standard Continuation/Command JQS, or locally developed MTL with certification letter for tasks/positions not covered by the Specialty Training Standard (STS) or Career Field Education and Training Plan (CFETP) such as flight armorer, flight sergeant, etc. Remember to include additional duties and wartime or special mission tasks. Use action verbs that describe the task and to what degree it must be accomplished. Identify the technical reference for the task.

1.7.2.3. Allow unit personnel to review JQSs.

1.7.2.4. Use JQSs as guides for training and evaluations.

1.7.2.5. Specify how to annotate the JQSs. Develop procedures to track and document each task on duty position JQSs. Include these procedures on the JQS cover page.

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1.7.3. Task Performance Checklists. Training and standardization evaluation personnel jointly prepare task performance checklists specifying step-by-step procedures for tasks on duty position JQSs. Use AF Form 689, **Task Performance Checklist**, or a computer-generated product. Give these checklists to supervisors to use during qualification training.

1.7.3. (AFSPC) Prepare as many AF Forms 689, Task Performance Checklists, or computer generated 689s, as necessary to adequately evaluate tasks associated with each given duty position. AF Forms 689 should be prepared for each task associated with the duty position(s). Use a selective sampling of AF Forms 689 when evaluating an individual in a specific duty. AF Forms 689, without evaluation points assigned, should be provided to trainers, supervisors, LRCs, and training sections. Give these checklists to squadron trainers and task certifiers to use during qualification training and task certification.

1.7.4. Individual Training Records. Supervisors have the following responsibilities for individual training records:

1.7.4.1. Maintain an AF Form 623 for each individual in grades E-1 through E-6 (E-7 and E-8 in retraining). Persons who do not need an AF Form 623 must have individual training documentation.

1.7.4.1. (AFSPC) Records may be stored in the unit training section provided supervisors have access as needed.

1.7.4.2. Record each position and which tasks an individual is qualified to perform. Document this information as specified on the JQS cover page.

1.8. Equipment and Training Aids. TA 629 lists the requirements for issuing training equipment. AFHs and other publications also outline training program fundamentals and instructional techniques.

1.8.1. Equipment. Recommended equipment for training sections includes the following:

1.8.1.1. Stand-alone computer with graphics-capable printer. Recommend as a minimum a Pentium 100 or greater with 16 MB RAM, CD ROM 4X, sound card, Windows 95, 2.1 gig hard drive or larger, and 28.8 modem or internet connection.

1.8.1.2. Video tape, replay equipment, camera, television and video monitor.

1.8.1.3. Sound-on-slide equipment.

1.8.1.4. 35mm slide projector.

1.8.1.5. Overhead transparency projector.

1.8.1.6. Projection screen.

1.8.1.7. Audio playback and recorder for audio cassettes.

1.8.1.8. Easel and flip chart.

1.8.1.9. Dry wipe board and erasable markers.

1.8.1.10. Interactive computer training programs, such as Interactive Video Disk.

1.8.2. Air Force Handbooks (AFH). AFHs provide the "how to" information and support material necessary to accomplish specific operations and tasks. Some AFHs are conversions from Educational Subject Block Indexes (ESBI). However, ESBIs remain valid training and support references until

replaced by an AF publication or rescinded. Use AFHs, ESBIs, other AF publications (AFIs and AFMANs), and original equipment manufacturer manuals or guides to develop formal lesson plans. AFMAN 36-2236, *Guidebook for Air Force Instructors*, contains specific guidance for developing lesson plans.

1.8.3. TEEOs. TEEOs contain an exercise overview, give a suggested approach to conducting exercises, and specify the conditions and standards for task performance. TEEOs should emphasize operations in low light and no light conditions, and the operation and safe use of flashlights, spotlights, flares and night observation devices. Trainers and exercise directors should use TEEOs for collective training exercises and evaluations. While used mainly for collective training, some TEEOs are appropriate for individual training. A TEEO preparation guide is in attachment 2 to this AFI.

1.8.4. Form Use. MAJCOMs, wings, or units may overprint forms to standardize common entries and reduce administrative workload. Refer to and comply with implementing directives when using forms. You may use the following additional forms in the SFT program:

　　1.8.4.1. AF Form 522, **USAF Ground Weapons Training Data**, to document individual weapons training.

　　1.8.4.2. AF Form 623, **On-The-Job Training Record,** to record individual training.

　　1.8.4.3. AF Form 623a, **On-The-Job Training Record-Continuation Sheet**, to record supplementary information in individual training records.

　　1.8.4.4. AF Form 689, **Task Performance Checklist**, to document evaluated tasks.

　　1.8.4.5. AF Form 971, **Supervisor's Employee Brief**, to record civilian employee training.

　　1.8.4.6. AF Form 1098, **Special Task Certification and Recurring Training**, to document SF recurring training.

　　1.8.4.7. AF Form 1284, **Training Quality Report (TQR)**, for giving feedback to the Security Forces Academy on the quality of the training. *NOTE*: A customer service information line is available for supervisors' convenience if a quick response is needed. Contact the Customer Service Information Line at DSN 473-2917, anytime day or night.

1.8.5. Unit Learning Centers (ULC). A ULC is an area that contains individual study materials. Establish the following parameters for a ULC:

　　1.8.5.1. Establish a ULC when your unit has 25 or more people. You may adapt the ULC to suit your unit's mission, size, and available space.

　　1.8.5.2. Try to provide a separate area containing individual study materials and equipment.

　　1.8.5.3. Try to keep the ULC open to unit personnel 24 hours a day.

　　1.8.5.4. Units that don't have a ULC should make training and study material available to unit personnel as needed.

1.8.6. Additional Training Resources.

　　1.8.6.1. Many tasks listed on the CFETP STS use US Army training manuals (TMs) as references. Units may contact their servicing PDO to establish requirements for US Army TMs, providing the TMs are listed as references on the STS(s). Refer to AFI 37-161, *Distribution Management,* paragraph 2.11. for details on how to order US Army publications.

1.8.6.2. Air Force SF personnel can access the latest training related information and download ESBIs electronically through the AFSFC Internet site at WWW.KIRTLAND.AF.MIL/ORGANI-ZATIONS/AFSF.

1.9. SF Augmenter Training. AFI 10-217, *Resource Augmentation Duty (READY) Program*, identifies augmenter requirements, training, and administration. MAJCOMs may establish additional requirements. Develop the unit training program for augmenters based on local requirements and the requirements stated in the following subsections:

1.9.1. Training Section Support. The training section develops schedules with agencies that provide augmenters. The unit READY coordinator maintains augmenter training records. Augmenter training need not be as complex as Security Forces AFSC training. Minimum augmenter training should include initial training in the following areas:

1.9.1.1. Weapons.

1.9.1.2. Use of force.

1.9.1.3. Rules of engagement.

1.9.1.4. Communications procedures.

1.9.1.5. Legal considerations and jurisdiction.

1.9.1.6. Police concepts and operations.

1.9.1.7. Tactics.

1.10. (Added-AFSPC) Contractor Security Guard Operations. Contractor security guard operations have the authority to tailor their training and stan-eval programs to comply with their contracts. Quality Assurance evaluators must make every effort to meet the spirit and intent of the requirements and to change references within the contract to reflect Air Force Instructions (AFI) as soon as possible.

Chapter 2

STANDARDIZATION EVALUATION (STAN-EVAL) PROGRAM

2.1. Stan-Eval Program Concept. The Stan-Eval program lets the installation CSF evaluate the functional performance of the SF mission. The Stan-Eval program requires annual inspections of all unit functional areas, as well as initial and annual Stan-Evals of personnel in each duty position. Use available SPAS programs to administer the Stan-Eval program. Recommend a stand-alone computer as indicated in para. 1.8.1.1.

2.1.1. Feedback. The Stan-Eval section tells the CSF how well the unit is doing based on findings from Stan-Eval inspections, and initial and annual Stan-Evals of personnel.

2.1.1. (AFSPC) Feedback to sections, teams, and individuals being evaluated is of extreme importance. Feedback provided to individuals are done as soon as possible but should also be done with supervisors or trainers present. The feedback for stan-eval inspections, and stan-eval evaluations, serve as a validation of what an evaluator had identified as problem areas. For written and oral phases of a stan-eval, the correct response is given to the evaluatee, as well as the CFETP or AF Form 797 task reference. For the performance phase of a stan-eval, the feedback includes, to the greatest extent possible, a demonstration of appropriate procedures and referral to the reference on the AF Form 689, or locally developed computer generated task performance checklist.

2.1.2. Reporting. The Stan-Eval section is a separate work center. It reports directly to the CSF or a senior official designated by the CSF. AFRC and ANG units without Stan-Eval manpower authorizations may consolidate training and Stan-Eval functions under the training section.

2.2. Responsibilities. Members of Stan-Eval have the following responsibilities:

2.2.1. HQ USAF/SF develops policy for the Stan-Eval program.

2.2.2. AFSFC guides MAJCOMs on conducting the Stan-Eval program.

2.2.3. MAJCOMs, in turn, guide subordinate units.

2.2.4. Installation CSFs establish a Stan-Eval section as outlined by this instruction and MAJCOM supplements. Responsibilities are as follows:

2.2.4.1. Monitor and evaluate the overall effectiveness of SF functions and personnel using Stan-Eval inspections and evaluations.

2.2.4.2. Staff inspection items identified by outside agencies, as needed.

2.3. Stan-Eval Inspections.

2.3.1. At least once a year, the Stan-Eval section inspects each functional area or work center in the unit.

2.3.1. (AFSPC) This inspection is not part of the Self-Inspection Program, and does not take the place of individual work center self-inspections.

2.3.2. Units may substitute a higher headquarters inspection or staff assistance visit for annual inspections if the functional area or work center was visited and inspected IAW unit Stan-Eval criteria.

2.3.3. Organize a Stan-Eval inspection team for each activity you inspect to ensure technical compliance with governing directives. For example, if the activity has a publications library, ask the unit publications customer account representative to join the Stan-Eval inspection team.

2.3.4. Use locally developed checklists for each activity you inspect. Schedule inspections at times when key personnel or supervisors will be there.

2.4. Stan-Eval Inspection Report Preparation and Processing.

2.4.1. The Stan-Eval inspection team chief signs off on inspection reports. Send a copy of the report to the CSF and inspected activity, and keep a file copy in the Stan-Eval section.

2.4.2. CSF reviews the report, validates the findings, and sends the report to the appropriate activity so they may correct any problems discovered. Written follow-up replies from the activity are recommended until the problems no longer exist.

2.5. Stan-Evals. Stan-Evals measure individual's qualifications and certify them to perform specific duty positions.

2.5.1. Conduct an initial and subsequent annual (10-13 months) Stan-Evals of personnel in each duty position they will be required to perform.

2.5.2. CSF identifies positions, including mobility or contingency positions, that do and do not require Stan-Eval.

2.5.2. (AFSPC) As a minimum, critical duty positions at nuclear units must include: Entry Controllers and Area Supervisors performing duties in restricted areas containing nuclear weapons or assets, Central Security and/or Missile Security Controllers, Flight Security Controllers, Keys and Codes Control Center (KCCC) Controllers, Local Display Area Operators (LDAO), Remote Display Area Operators (RDAO), and Convoy Commanders. The CSF (or OG/CC for missile units) determines the status (critical/non-critical) of all other duty positions.

2.5.2.1. (Added-AFSPC) As a minimum, critical duty positions at space warning, satellite tracking, and space launch units must include: Priority "A" Entry Controllers, Alarm Monitors, and Security Controllers. The CSF determines the status (critical/non-critical) of all other duty positions.

2.5.3. Conduct Stan-Evals within 30 duty days after an individual completes qualification training. After the individual passes the initial Stan-Eval, establish an anniversary date for subsequent evaluations. Document any delays and the reasons for delays in performing the Stan-Eval in both the individual's training records and Stan-Eval section files.

2.5.3. (AFSPC) Trainees may be allowed to work non-critical duty positions without direct supervision before they have completed their stan-eval. However, qualification training must be completed and the individual's training record must identify certification in the task to be performed. A two or more person non-critical team must have at least one stan-eval certified person assigned to it

2.5.3.1. (Added-AFSPC) Stan-evals for critical duty positions are conducted every 6 months. If for any reason a critical duty position certification expires before the annual evaluation, the individual must re-enter qualification training, or test before training (TBT), and then receive a stan-eval re-certification prior to being assigned to a critical position.

2.5.3.2. (Added-AFSPC) If an individual is on temporary duty status (TDY) or leave during the anniversary date of their stan-eval re-certification, they can only be assigned to non-critical positions upon their return. A stan-eval must be conducted within 30 duty days for all individuals whose certification has lapsed during their TDY or leave. If an individual's stan-eval re-certification date occurs during a TDY of 60 or more days, the 30 duty day recertification time starts following the individuals return from leave, time-off award, etc.

2.5.4. Use experts to help conduct Stan-Evals for special duties such as military working dog handlers, alarm monitors, etc.

2.5.5. If someone needs Stan-Evals for multiple positions that have similar tasks, you may perform the Stan-Eval for all similar positions at the same time. For example, ART and SRT members perform very similar tasks. You may do the Stan-Eval for both positions at the same time.

2.5.6. Use SPAS to monitor the dates on which individuals require Stan-Eval. Establish procedures to notify the Stan-Eval section of all newly assigned personnel and moves within the unit.

2.5.7. Persons having fewer than 90 days remaining until discharge, retirement, or retraining, or who are within 30 days of permanent change of station (PCS) do not require Stan-Evals.

2.5.8. Stan-Evals consist of the following evaluations:

2.5.8.1. Written examinations. Prepare and administer a multiple-choice test.

2.5.8.2. Once a year during a Stan-Eval, give a 25-question weapons safety, arming, and use of force test. Consider the weapons safety test score separately from the Stan-Eval score. The individual must pass the weapons safety examination before obtaining arming authorization.

2.5.8.3. Oral testing. This verbal question-and-answer period should cover all aspects of the position under evaluation.

2.5.8.3. (AFSPC) Responses to oral questions need not be verbatim, but should include the key, essential elements of a given issue or situation (e.g., A Helping Hand is a possible hostile event that's reported locally and impacts priority resources.).

2.5.8.4. Performance evaluation. Be careful during performance evaluations to avoid injury or property damage. When possible, conduct performance evaluations during the individual's normal duty schedule and evaluate personnel for team positions while they perform as part of a team.

NOTE:

Firearms/weapons, to include toys, are authorized for searching exercises only. Firearms/weapons will not be drawn to simulate any aggressive act. Firearms used, to include toys, will not be capable of firing any type of projectile.

2.6. Documenting Stan-Evals.

2.6.1. Use AF Form 689, or an automated product, to conduct and document Stan-Eval performance.

2.6.2. Include your notes on AF Form 689 or the automated product. You may keep this annotated AF Form 689 in the individual's file in the Stan-Eval section, transcribe the results into an evaluation report, or record the results in the SPAS program.

2.6.3. When an individual fails the Stan-Eval, CSFs determine review training requirements.

2.7. Evaluation Administration.

2.7.1. Keep complete records of all Stan-Evals and review the results with each individual evaluated. Distribute copies of Stan-Eval documents to the appropriate supervisor, training section, and CSF.

2.7.2. The Stan-Eval section maintains the original evaluation documents until the next evaluation. You need not keep files for individuals who have transferred out of the unit or who have moved to positions not requiring an evaluation.

2.8. Evaluation and Rating System.

2.8.1. Determine in advance the point values for answers to the written and oral test questions. Use a scale of 1 to 100 for each written and oral test. The passing score for written and oral tests is 70 percent. After correcting mistakes, individuals must pass the weapons safety, arming, and use of force test at 100 percent.

2.8.2. Performance evaluations are "GO/NO GO," and individuals must satisfactorily perform all critical tasks for the position being evaluated.

2.8.3. If the individual fails the Stan-Eval, that person is no longer certified and cannot work in that position. In an emergency, the CSF may post personnel regardless of certification. Additionally, if the individual is not certified in another position the CSF or designated representative must document on a case-by-case basis which posts a person may work alone until the Stan-Eval is successfully completed. Recommend units consider those posts previously task certified during initial unit training as described in para 1.7.1.2. However, the final decision is left to the CSF or designated representative.

2.8.3. (AFSPC) Units may develop a locally devised system to provide an overall rating to the evaluation in order to improve training or identify exceptional performers/teams.

2.8.3.1. The following rules apply to persons who have lost their certification by failing a Stan-Eval:

2.8.3.1.1. Persons decertified and undergoing review training may work in that position if a certified individual works with them.

2.8.3.1.2. The individual's supervisor notifies the Stan-Eval section when that person completes review training. Stan-Eval should schedule the individual for a re-evaluation no later than 15 duty days after completing review training.

2.8.3.1.3. CSF determines the appropriate action if the individual fails the Stan-Eval again.

2.9. Form Prescribed.

2.9.1. AF Form 689, **Task Performance Checklist**

RICHARD A. COLEMAN,   Brig Gen, USAF
Director of Security Forces

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

AFH—Air Force Handbook.

AFI—Air Force Instruction.

AFMAN—Air Force Manual.

AFPD—Air Force Policy Directive.

AFRC—Air Force Reserve Command.

AFSC—Air Force Specialty Code.

ANG—Air National Guard.

ART—Alarm Response Team.

CFETP—Career Field Education and Training Plan.

CSC—Central Security Control.

CSF—Chief of Security Forces.

DSN—Defense Switching Network.

ECI—Extension Course Institute.

ESBI—Educational Subject Block Index.

GCS—Ground Combat Skills.

AFSFC—Air Force Security Forces Center.

HQ USAF/SF—Headquarters Air Force Security Forces.

JQS—Job Qualification Standard.

LAD—Light Attenuating Device.

MAJCOM—Major Command.

MILES—Multiple Integrated Laser Engagement System.

NCOIC—Noncommissioned Officer in Charge.

OJT—On-the-Job Training

PCS—Permanent Change of Station.

PDO—Publications Distribution Office.

READY—Resource Augmentation Duty Program.

RF—Response Force.

SF—Security Forces.

SPAS—Security Forces Automated System.

SFT—Security Forces Training.

SRT—Security Response Team.

Stan-Eval—Standardization Evaluation.

STS—Specialty Training Standard.

TA—Table of Allowances.

TDY—Temporary Duty.

TEEO—Training, Exercise, and Evaluation Outline.

TM—Training Manual

ULC—Unit Learning Center.

Attachment 2

TRAINING, EXERCISE, AND EVALUATION OUTLINE (TEEO) PREPARATION GUIDE

UNIT: Response Force

MISSION: Recovery Operation/Recapture

Evaluator_____ Date_____

1. GENERAL CONDITIONS: A terrorist group attacks an on-base convoy and takes control of a Priority A resource. Area reports indicate the convoy's surviving members have taken defensive positions and are preventing the terrorists from escaping with the resource. The response force (RF) being trained, exercised, or evaluated must respond and recover the resource.

2. PRIMARY EXERCISE TRAINING AND EVALUATION STANDARDS: To receive a satisfactory rating, the RF must, in a reasonable time, assess the situation, eliminate the opposing force, and recover the resource without excessive casualties. The RF must also assume a new mission on order. When available, the Multiple Integrated Laser Engagement System (MILES) assesses friendly and opposing force casualties. Exercise controllers may also assess casualties. When MILES is not available, the controller must use his best military judgment to assess friendly and opposing casualties.

3. TRAINING EXERCISE AND EVALUATION RESULTS. Check "G" (Go) or "N" (N-Go) in the space provided on the following pages of this outline to indicate the unit's rating on each task of the mission. Trainers or evaluators and the exercise controller should record other important information on the back of the outline. The overall proficiency rating for this mission is based on performance of the unit on each task, the primary training and evaluation standards, and the evaluator's judgment of whether the RF would have succeeded in a real tactical situation.

4. SUGGESTED SUPPORT REQUIREMENTS:

    a. Administration. Provide exercise start cards and copies of this outline to central security control (CSC).

    b. Minimum evaluators. We suggest eight persons: four evaluators and four controllers. Evaluators observe individual and group performance. Controllers monitor the safety, exercise standards, and so on. One person may perform both functions if qualified. Assign personnel as follows: one evaluator and one controller near the opposing force; two evaluators and two controllers with the RF; one evaluator and one controller in CSC. Local training situations may not permit using eight people, so evaluators may act as controllers. This is not desirable for a higher headquarters' evaluation of a unit's tactical capability.

    c. Opposing forces. Equip a terrorist unit with rifles and automatic weapons. The exercise team chief determines the exact number of persons and mix of weapons.

d. Support personnel. In addition to the evaluators and controllers, you should appoint an overall exercise team chief.

e. Exercise area. Use rolling, lightly wooded terrain that provides some concealment to the attacking squad. Select an area approximately 1,000 by 1,000 meters or larger. Choose an area far enough away from the main base so base personnel will not be disturbed by the sound of blanks being fired.

f. Firing area. None.

g. Training aids, devices, and special equipment:

   (1) If available, use MILES for both the RF and opposing forces.

   (2) If available, use light attenuating devices (LAD) for training in limited visibility situations.

   (3) In actual night exercises, both RF and opposing forces personnel should wear night vision devices, if available.

   (4) Ammunition. Issue the following to both sides:

      (a) 5.56mm, blank, 120 rounds per M16 rifle.

      (b) 7.62mm, blank, 750 rounds per M60 machine gun.

   (5) Smoke canister (if appropriate).

   (6) Key references. AFHs and AFI 31-101.

   (7) Tips for trainers, evaluators, and exercise directors.

   (8) If you use MILES, follow the rules in the AFHs or in the MILES exercise booklet.

5. CONSIDERATIONS:

a. If MILES is not available, one trainer or evaluator should be with the opposing forces to allow the trainer or evaluator to see how well the RF uses available cover and concealment, as well as proper fire and maneuver techniques.

b. Trainers, evaluators, and exercise directors must not interfere with the exercise or, by their position, alert either side of the regarding opponent's movements.

c. In training, players should serve as controllers or evaluators. Being a player in one exercise and an evaluator in another reinforces tactical training principles.

d. You must brief all persons on safety procedures before the exercise starts. The briefing must include safe use of blanks, local hazards, and use of radio frequencies. Evaluators and controllers must be able to immediately stop exercises in progress for safety violations.